



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 5, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 6, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, January 20, 2017**. Applicants will not be accepted after that time and date.

NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

CE V Concrete Technology Engineer
Office of Highways Project Implementation
Bureau of Materials
Springfield

Attachments
41270

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by Friday, January 20, 2017, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Civil Engineer V	Salary:	\$6,315 - \$8,263*
Position Title:	Concrete Technology Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW115-23-75-702-32-01	IPR#:	41270

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Bureau of Materials /126 East Ash Street, Springfield, IL

Description Of Duties:

This position is accountable for the assurance of high quality portland cement concrete in pavements and structures for the Department through supervision, technical guidance, development and implementation of concrete quality management programs.

Special Qualifications:

Required:

- Current Illinois Professional Engineer license
- Valid driver's license
- Occasional statewide travel which may require overnight stays

Desired:

- Nine years' experience in civil engineering of which at least five years should be in the specific area of highway engineering, three years of which should have been supervising engineering functions
- Knowledge of the various types concrete mixtures used by the department; relevant and emerging test methods for plastic and hardened concrete; and AASHTO and ASTM standards
- Ability to make decisions regarding quality and durability of products and materials
- Ability to maintain cooperative relationships with departmental and industry staff
- Strong oral and written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	May 27, 2016	POSITION:	Concrete Technology Engineer
APPROVED BY:	Brian Pfeifer	OFFICE/DIVISION:	Highways/Bureau of Materials
CODE:	PW115-23-75-702-32-01	REPORTS TO:	Engineer of Concrete and Soils

Position Purpose

This position is accountable for the assurance of high quality portland cement concrete in pavements and structures for the Department through supervision, technical guidance, development and implementation of concrete quality management programs.

Dimensions

Number of staff reporting	Direct	3
	Indirect	3 - 11
Testing Equipment Value	\$1,000,000	
Number of Concrete Plants	450	

Nature and Scope

This position reports to the Engineer of Concrete and Soils as do the Concrete Products Engineer, and the Central Office Geotechnical Engineer. Reporting to the Concrete Technology Engineer are the Concrete Laboratory Supervisor and Tests Field Engineers.

This position organizes and directs activities throughout the State to assure high quality concrete in pavements and structures. The position requires a highly specialized knowledge of theory and practice in the field of concrete technology.

The challenges for this position include planning of priorities, effective management of personnel, disseminating concrete-related technology to the District offices, assuring that the Department's specifications are current, controlling the quality of concrete material in the field, and effectively utilizing the latest technology.

The incumbent is accountable, through the management of staff, for quality assurance testing and the development of concrete related materials and test methods. The incumbent is responsible for furnishing quality control data to the district offices, calibrating concrete testing equipment, and distributing concrete testing equipment and parts. The incumbent develops and furnishes interpretations of specifications, provides technical assistance, and is responsible for the development and updating of department publications.

The incumbent is responsible for having someone adequately trained to teach the Concrete Tester Course. The incumbent is the resource person for the Department in the area of concrete technology. The incumbent has the responsibility of developing test procedures and specifications for new products and materials. The incumbent also has the responsibility of providing field liaison with the Districts to assure that concrete plants produce a mixture in a specified manner. The incumbent has the responsibility of providing concrete mix designs when requested by the districts and for maintaining approved material lists. Any problems in the concrete area are solved in a manner consistent with the policies and specifications of the Department. The incumbent is responsible for the development and implementation of the Concrete Quality Control/Quality Assurance (QC/QA) program.

To perform the required functions, the incumbent utilizes the following staff:

TEST FIELD ENGINEERS. These individuals are accountable for effecting the application of laboratory technology to actual field situations and assisting district personnel with the solving of specific material problems.

CONCRETE LABORATORY SUPERVISOR who with a staff of 3-6 is responsible for quality assurance testing, product evaluations, and dissemination of test results.

The work for this position is performed with a minimum of supervision, and within the Bureau's established guidelines and policies. The incumbent grants leave and vacations, and makes management decisions necessary to provide a workable environment.

The incumbent is in contact with district offices, the Bureau of Construction, the Bureau of Bridges and Structures, the Bureau of Design and Environment, the Bureau of Operations, and the Division of Aeronautics concerning interpretations of specifications, development of specifications, and in an advisory capacity on concrete technology. Contact with the Federal Highway Administration, Corps of Engineers, consultants, and material suppliers concerning: specifications, test procedures, and equipment is required. The incumbent may be required to develop sampling and testing agreements with other states. The incumbent works with organized industry groups in cooperative testing and information exchange. The incumbent consults with the University of Illinois, district and Department personnel in the fields of aggregates, cements, finely divided minerals, and admixtures to develop procedures for control of concrete mixtures. The incumbent is frequently in contact with various Governmental and industry groups to re-evaluate the Department's concrete technology program. The incumbent may be required to travel throughout the state to aid district personnel.

The effectiveness of the incumbent is measured principally by the ability to provide timely, accurate, technical assistance; quality control information; and liaison to Department personnel and interested industry groups.

Principal Accountabilities

1. Assists the Engineer of Concrete and Soils in writing specifications, updating technology and Department publications, and determining Department policy positions to meet current demands.
2. Aids District personnel, through field liaison, to effectively use high quality concrete mixes for various applications.
3. Provides concrete mix designs when requested by the Districts, and maintains the approved material lists.
4. Responsible for having an individual adequately trained to teach the Concrete Tester Course.
5. Provides a consulting and testing service to in-state and out-of-state government agencies.
6. Provides liaison with industry to keep the Department abreast of developments in concrete technology.
7. Train, motivate and evaluate subordinates to ensure a well-developed and competent staff.
8. Performs duties in and ensures compliance with Departmental safety rules.
9. Travels on an as-needed basis to perform the duties of this position.
10. Develops solutions for Department problems occurring in the concrete area.
11. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
12. Performs other duties as assigned.